



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 10-04-097	OPENING DATE: 10-29-04	CLOSING DATE: 11-19-04	OPEN TO ALL APPLICANTS
POSITION: ADR Staff Assistant JS-945-10	TYPE OF APPOINTMENT: Career Service	SALARY: \$46,048-\$59,862 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Multi-Door Dispute Resolution	LOCATION: 500 Indiana Avenue, NW.	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** Incumbent will provide alternative dispute resolution (ADR) program and administrative support to the Multi-Door Dispute Resolution Division. Duties include monitoring and coordination of the division's strategic planning efforts; design and delivery of mediator instructional materials and initial and ongoing training classes; editing and production of client and visitor informational materials; and ADR case management back-up support as needed. Incumbent will also respond to inquiries about ADR programs and activities, coordinate meetings, and maintain web-based ADR information and literature for staff and neutrals. Incumbent will coordinate projects and work directly with the Director of the Multi-Door Dispute Resolution Division.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in the social sciences, humanities, or business, plus two (2) years of administrative experience working with public and/or non-profit organizations. Equivalent combination of relevant education and experience may be substituted. Strong interpersonal and communication skills are essential. Please submit with your application a writing sample as described below, and a copy of your most recent performance evaluation.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate candidates' qualifications for this position. Please describe all relevant experience, education, and training in support of each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Ability to coordinate multiple projects and meet time frames in a collaborative, creative and performance-oriented environment.
2. Ability to work independently and organize assignments with thoroughness and attention to detail.
3. Knowledge of mediation theory and practice, and the use of mediation in the context of the court system.
4. Ability to communicate clearly, both orally and in writing, with a wide variety of audiences. (Please submit a writing sample of 2-3 pages with your application.)

**SELECTION PROCESS:** After review of applications and ranking factor responses, a panel interview may be required of the highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit D.C. Courts application and ranking factors to:  
D.C. Courts, Human Resources Division, 515 5th St., NW, Rm. 213, Washington, DC 20001  
For further information, call 202-879-0496 or visit our job site at [www.dccjobs.gov](http://www.dccjobs.gov).

**It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.**

